

ATTACHMENT

From
8-66 163a

SIGNIFICANT ACCOMPLISHMENTS

In order to accommodate a sizable increase in personnel with only a limited increase in space, the Logistics Services Division, OL, concentrated on improving the utilization of existing Agency space. This was accomplished by reconfiguring areas to recapture space for reallocation or to increase the density to accommodate more people. Other efforts centered on the relocation of elements to provide expansion space, to accommodate reorganizational changes, or to create more efficient operations by bringing split organizations together into contiguous space. All projects and space allocation studies were influenced by the necessity of making maximum use of very limited space. Therefore, actual density figures for most major projects and studies were less than the new GSA standard of 135 square feet per person.

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Additional support required to relocate Agency personnel to [redacted] has increased the overall demand for supply room equipment and administrative supplies at a cost of approximately \$37,000.00. The contractual cost to physically accomplish these moves involving 1,185 additional people was approximately \$140,000. Support to these new facilities requires additional trash collection runs, restocking of outside supply rooms, and the internal relocating of office furniture--all of which was accomplished with no increase in personnel.

Deliveries to all new facilities and all special deliveries have been incorporated into the current schedule of mail and courier delivery and/or pickup runs. In particular, the [redacted] occupancy has necessitated the use of two different courier runs [redacted] for accommodating their material deliveries, while the [redacted] [redacted] has been added to the Chamber of Commerce Building (CofC) run. Due to the bulk of material involved and the lack of elevator service at the [redacted] Building, the [redacted] run was increased by one man to meet delivery requirements and security standards.

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The Mail and Courier Branch, Logistics Services Division, OL, has also established procedures for absorbing three courier runs per day to the new [redacted], in conjunction with the [redacted] shuttle run, and service to the [redacted] [redacted] using the CofC shuttle in early 1984.

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Special deliveries are incorporated within scheduled runs when possible; however, when necessary they are given priority and handled immediately. These requirements have all been met with no increase in personnel.

Unclassified when separated
from attachment

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DISPOSAL OF CLASSIFIED TRASH

During FY-83 a total of 12,517,256 lbs. of classified trash was collected by the Building Services Branch, Logistics Services Division, OL, and disposed of through [redacted] machines, [redacted] and [redacted] located at the CIA headquarters compound.

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The total volume indicated above represents classified trash generated or collected from the following sources:

A. Headquarters	4,992,160 lbs.	39.88%
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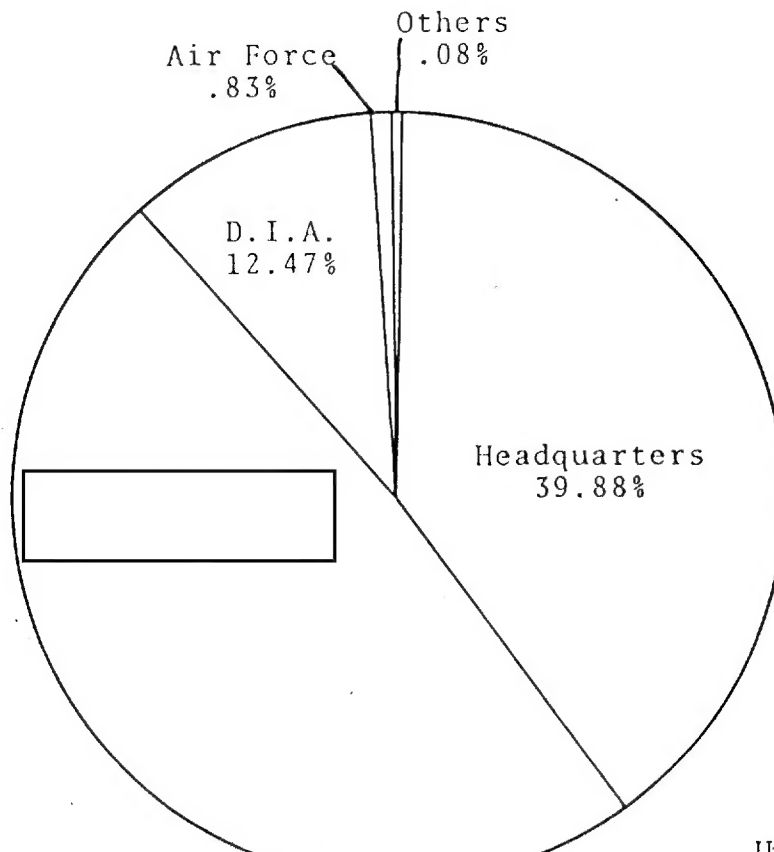
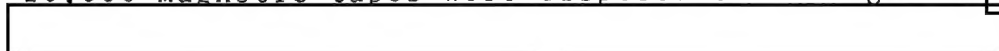
C. D.I.A.	1,560,000 lbs.	12.47%
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D. Air Force	104,000 lbs.	.83%
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E. Others	10,000 lbs.	.08%
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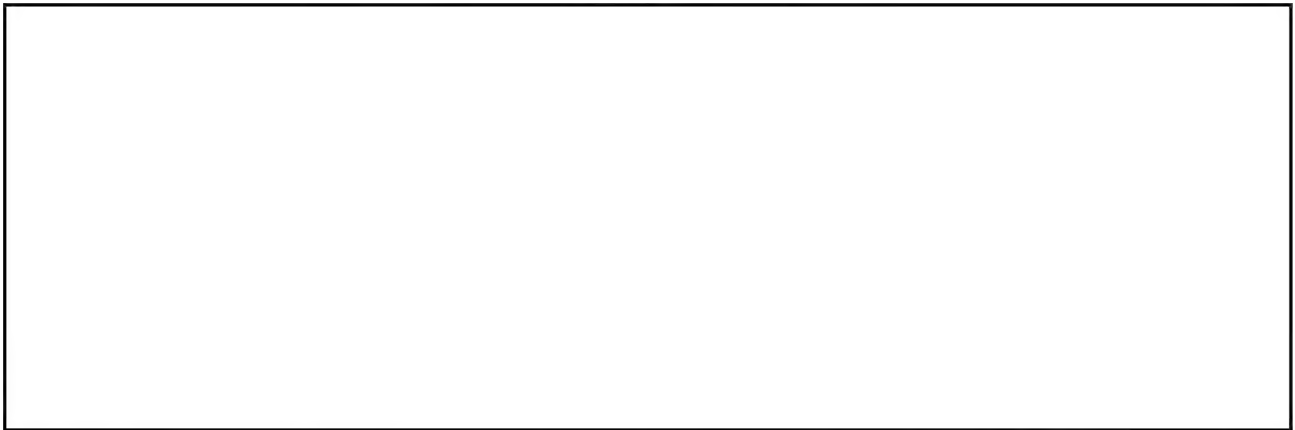
In addition to the classified trash disposed of through Headquarters facilities during the past year, approximately 10,000 magnetic tapes were disposed of through the [redacted]

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PERFORMANCE HIGHLIGHTS

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- o Without any increase in LSD personnel, the following services were initiated for the [REDACTED] [REDACTED]: Established self-service supply rooms, set up classified trash storage areas and pickup schedules; developed and implemented shuttle service and mail and courier runs. (These services also to be rendered at [REDACTED] effective 28 November 1983.) (U)
- o In coordination with the [REDACTED] [REDACTED] LSD provided a cleared labor force to make moves at [REDACTED] [REDACTED]. In addition to laborers, a site survey, vehicle acquisition, and packaging material were included. (U)
- o LSD developed and implemented procedures at [REDACTED] [REDACTED] to receive, assemble, and deliver furniture and furnishings to Agency buildings in the metropolitan area. This eliminated a two-step function wherein furniture would be delivered one day and assembled and placed in offices at a later date. (U)
- o A series of space designs, renovations, and physical moves were coordinated to ensure that SAFE II space would be available when required by the General Services Administration contractor. LSD met all of the deadlines. (U)
- o LSD identified the expendable supplies required to support the Wang Word Processor. Since no previous experience factors existed to assist in this effort, it was a major undertaking and resulted in the acquisition of over \$200,000 worth of supplies and materiel. (U)

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- o An automated system was developed to track stock levels, requisitions, and back orders for expendable supplies in the Building Services Branch (BSB), LSD/OL. This is being used to establish new stock levels and follow up on replenishment requisitions. Other than forms which are outside of BSB's control, no significant stock outages have been reported since the system was placed on line. (U)
- o Options for space moves in the Metropolitan Washington Area were developed, presented to senior Agency management and approved. As a result of this effort, which is ongoing, over 200,000 square feet of space in Headquarters Building and 70,000 square feet in other Agency buildings will be redesigned and renovated. This will involve over 45 separate moves during the next 12 to 18 months. As a result, Agency personnel increases will be accommodated in existing space where possible. (U)
- o The feasibility of installing automated gas pumps at the Motor Pool Garage was investigated and found to be cost-effective, and a decision was made to go ahead with this project. The automated gas pumps are due for installation in December 1983. In addition to yearly savings of \$5,720 after amortization of the cost of the pumps and installation charges, more accurate recordkeeping, time saved by users not having to log the amount of gas pumped, and facilitation of retrieval of statistics for reporting purposes are intangible benefits ascribed to this new system. (U)
- o An inventory of all safes in the Metropolitan Washington Area has been conducted, and information in this regard is now current. Information regarding future relocations or PTIs of safes will be put into the computer on a regular basis in order to maintain accurate figures. Data regarding safes can be obtained easily by querying the Safe System. Presently, safes are listed in serial number sequence and broken down by directorate and component. The Office of Security has been given a copy of these statistics. (U)
- o The Mail and Courier Branch purchased totally electronic postal equipment, including a mailing machine and scale. The sorting equipment was updated with the construction and installation of wood sorting bins in both the Postal Section and Central Mailroom.

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